



NATIONAL GUARD BUREAU

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ARNG-HRH

JUN 26 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fall 2015 Headquarters, Department of the Army (HQDA), Army National Guard (ARNG) Command Sergeant Major (CSM) Selection Board Announcement (ARNG-HRH Policy Memorandum) (PPOM # 15-018)

1. References:

- a. National Guard Regulation (NGR) 600-200, Chapter 7, Army National Guard Command Sergeant Major Program, 31 Jul 09.
- b. Department of the Army Pamphlet (DA PAM) 611-21, Military Occupational Classification and Structure, 22 Jan 07.
- c. Active Service Obligation (ASO) for Active Guard Reserve (AGR) Soldiers of the National Guard Attending Military Schooling (ARNG-HRH Policy Memo #12-015).
- d. Service Obligations for Training Requirements, Army National Guard Personnel (ARNG-HRH- Policy Memo #13-023).

2. Purpose: This memorandum provides guidance for the Fall 2015 HQDA (NGB) CSM Selection Board scheduled to convene 2 September 2015 at National Guard Bureau.

3. Applicability: This policy applies to Sergeants Major (SGM), Master Sergeants (MSG), and First Sergeants (1SG) eligible for appointment to Command Sergeant Major (CSM) in the Army National Guard.

4. Policy: State Adjutants General (AG), along with their State CSM or Senior Enlisted Advisor, will nominate eligible Soldiers using the criteria from reference 1a above and in conjunction with this memorandum.

- a. The ARNG objective is to select noncommissioned officers for original appointment to CSM for service at battalion level in the Career Management Field (CMF) or type unit in which they have extensive background. States will nominate Soldiers selected by State-level CSM selection boards as best qualified to fill current and future vacancies by the type of unit, such as an Infantry Battalion, or by specific unit, such as 5th Bn, 19th SFG(A). Nominations are only authorized for actual or

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projected vacant CSM positions within 12 months of the board convening date. After selection by the Fall 2015 HQDA (NGB) ARNG CSM Selection Board, the date of assignment to a CSM position, promotion or appointment, will be no earlier than the date of the Fall 2015 ARNG CSM Selection Board results memorandum.

b. Soldiers selected and appointed to the rank of CSM under a Presidential Reserve Call-up (PRC) or mobilization IAW AR 600-200, paragraph 7-23, reference 1a, do not require selection by HQDA (NGB) CSM board. These Soldiers were appointed to fill a critical CSM position in a federalized unit and may remain a CSM after mobilization, provided they remain in the position in which they were selected. States are required to provide written notification to ARNG-HRH-E when Soldiers are appointed upon mobilization to CSM per the above reference. However, upon demobilization, if such Soldier is reassigned outside a TOE/TDA CSM position, they will be laterally appointed to SGM. Soldiers being considered for future CSM assignments must be nominated through the process outlined in reference 1a. They do not retain reappointment rights to CSM without fulfilling the above process.

c. Nominees must meet all prerequisites in reference 1c and d. The service obligations are two years after completion of the resident U.S. Army Sergeants Major Course (USASMC); six months for T10/T32 AGR and one year for M-day Soldiers after completion of the resident phase of the non-resident USASMC; three years after promotion to SGM, whichever is later. These requirements run concurrently; do not add them. Nominees must be able to meet the service remaining requirements.

d. Nominees must meet the following age requirements for HQDA (NGB) board consideration:

(1) Nominees must not reach their fifty-first birthday as of the last day of the month of the HQDA (NGB) CSM Board. TAGs may nominate individuals over this objective age without waiver or exception when the Soldier is clearly the best qualified of all eligible candidates.

(2) Nominees must be appointed prior to their fifty-seventh birthday. Waivers or exceptions to policy are not authorized.

5. States will submit to ARNG-HRH-EA@mail.mil the names and SSNs of all nominated Soldiers no later than 27 July 2015. Nomination packets must be received

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no later than 7 August 2015 to National Guard Bureau via email. Packets will be submitted electronically in PDF format as two separate PDFs.

a. The first PDF will contain the Board Enlisted Record Brief (this is the ERB that DPRO can produce without the DA Photo and the religious preference).

b. The second PDF will contain the following documents:

(1) Biographical Sketch-No more than two pages IAW NGR 600-200, Figure G-3 (enclosed), reference 1a.

(2) Nominating Memorandums (The Adjutant General Memo and the State CSM or the Senior Enlisted Advisor Memo).

(3) Last three years of DA Form 705 (include DA Form 3349 if applicable).

(4) Last three years of DA Form 5500/5501 if applicable.

(5) Nominees letter to the President of the Board if applicable.

(6) 1SG's/MSG's ATRRS Screen shot showing USASMC enrollment.

c. Complete packets are to be scanned and emailed to: ARNG-HRH-EA@mail.mil . Subject line of emails should be marked as "CSM BOARD NOMINATION PACKET (SOLDIER'S NAME IN PARENTHESIS)". States will ensure there is one packet per email and packets are properly prepared, completed, and the information on the records is accurate and consistent. Do not send transmittal letters, memoranda or other formal documents. Late submissions will not be accepted. Packets received after 7 August will be returned without action.

6. State CSMs will review the packets carefully before submission to ensure that they meet all requirements of the enclosed checklist entitled, Army National Guard Senior NCO Checklist. The ARNG Senior NCO Checklist identifies documents for submission to the board. Also enclosed is a sample Bio sketch from NGR 600-200, Figure G-3. Incomplete, inaccurate, or conflicting information may result in non-selection. Packets, except for DA Form(s) 7432 listed in paragraph 7g below, will be destroyed after the board.

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7. The Fall 2015 CSM Board is an electronic board. Nominated Soldiers will review their iPERMS record at <https://iperms.hrc.army.mil/rms/login.jsp> for accuracy prior to submission of their packet.

a. The Army Military Human Resource Record (AMHRR) from iPERMS is the primary means to evaluate the nominee's record. Soldiers are responsible for ensuring all documents, including NCOER's, AER's, and all commendatory documents are located in iPERMS. The performance section is the iPERMS file for board review.

b. If authorized by AR 623-3, Complete-the-Record NCOERs (code 4) will be present in the nominee's AMHRR.

c. The Nomination memorandum must clearly state the Soldier's qualities, qualifications, and circumstances. Upon exhausting all MOS qualified applicants, a CSM candidate from outside the stated CMF of the vacant position must have been previously selected by a "Best Qualified" CSM selection board. As indicated below, designated leadership must fully justify, in writing, the selection of a Soldier who is outside such a CMF. Nomination memorandum will also provide the position name, date that the projected vacancy will be available, certification of DA Form 705 (APFT Record) and DA Form 5500/5501-R (Body Fat Worksheet), if applicable.

(1) Title 32 Soldiers. Two nominating memorandums must be signed; one by the State AG and one by the State CSM or Senior Enlisted Leader based on State-level centralized CSM selection board results. No third party memorandums will be accepted. Unauthorized memorandums will be removed without notification.

(2) Title 10 Soldiers. Nomination will be based on an NGB level CSM Leadership Panel. To ensure situational awareness by the States the following process will be used when nominating a Title 10 Soldier for CSM. The Nomination Recommendation memorandum must originate at the G-Staff principle (O6) level, through the Soldier's State AG, to the President of the board. The G-Staff principle level Sergeant Major is encouraged to provide a similar Nomination Recommendation through the State CSM, to the President of the Board. Complete packets will be submitted to a designated POC within ARNG-HCM, and within the cut-off date established by HCM. The date established by HCM will not exceed 7 August 2015, the date established in paragraph 5 of this announcement. Additional guidance will be provided by HCM to the T10 AGR force.

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(3) Nominees may write to the President of the Board in a memorandum prepared on unit letterhead, in the format prescribed in AR 25-50, to call attention to matters of record not already entered in official records only. Correspondence with the board by anyone other than those listed above is prohibited and will not be presented to the board, including the Soldier's chain of command. Any deviation from AR 600-8-19, 7-32 will result in the memorandum being removed.

d. Nominees must have on file a current Periodic Health assessment (PHA) within 12 months. All Nominees with one or more physical profile serials of 3 or 4 for limiting physical condition(s) are required to complete a MOS Administrative Retention Review (MAR2). If applicable, the MAR2 must be dated on or before 30 December 2014. A DA Form 3349 will be completed IAW AR 40-501, Chapter 7, dated 2007, and the form must show the Soldier is capable of performing their duties without significant restrictions.

e. Leadership or compatibility waivers for Soldiers who are Active Guard Reserve (AGR) or Military Technician will be effective 30 December 2015, depending upon the actual or anticipated date of assignment, per paragraph 4a above, after selection by this board. The nominating memorandum will explain the need for compatibility waivers; however the actual waiver is not required to be included in the packet.

f. Master Sergeants and First Sergeants who are not graduates of the USASMA must submit their ATRRs screen to provide proof of enrollment. The ATRRs screen shot must show a reserved or wait status. Nomination packets received without proof of enrollment will be returned without action.

g. Documents not authorized by NGR 600-200, paragraph 7-6, as modified by this memorandum, will be removed from the packet and destroyed. They will not be submitted to the board nor will they be returned.

8. IAW NGR 600-200, Para 7-5d(3), all nominees will have an official DA Photograph taken within the past 24 months. Photographs will be taken IAW AR 640-30 to ensure they are uploaded into iPERMS through the Department of the Army Photograph Management Information System (DAPMIS). Soldiers have the option to take their official DA photo in the Army Green Service Uniform or the Army Service Uniform (ASU). Dress Blues are not authorized unless they have been converted to the ASU. The official photograph will show only permanent awards and decorations as prescribed by AR 640-30 and authorized by AR 670-1 Chapter 22.

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a. Exceptions to permanent awards and decorations are the regimental distinctive insignia, current unit shoulder sleeve insignia, and distinctive unit insignia worn

b. Nominees who are currently deployed in support of contingency operations will use the last official photograph taken. If a photograph is not on file, and cannot be taken due to lack of resources in the deployed theater, a memorandum must be sent to the President of the Board explaining the reason a photograph is not available.

c. Every Soldier will wear marksmanship badges per AR 600-8-22 and AR 670-1 to denote their latest level of weapons qualification regardless of the date on which they qualified.

9. CSM selection board, nominees will be subject to Post Board Screening to ensure all Soldiers meet the exemplary conduct standard. This screening will include a review of the Soldiers' restricted personnel file, DA Inspector General (DAIG) records, and the Criminal Investigation Division (CID) records. Should there be any adverse information found during this review, the State will be notified and adjudication measures will be outlined, if necessary.

10. Nominees selected for appointment to CSM by this board remain eligible until assigned or removed from the list upon separation from the Army National Guard, for disqualification, or for cause. The subsequent board is scheduled for Spring 2016.

11. The points of contact are:

a. SFC Jason S. Arnt, enlisted personnel policy matters, at DSN 327-8675, 703-607-8675, or Jason.s.arnt.mil@mail.mil.


b. SFC Tara Signet, the U.S. Army Sergeants Major Course, at DSN 327-7333, 703-607-7333, or tara.a.signet.mil@mail.mil.

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c. Mrs. Tammy L. Cochran, Title 10 matters, at DSN 329-7755, 703-601-7755, or tammy.l.cochran.civ@mail.mil.

Encl
As


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